



Philbin Glass Recycling Ltd

METHOD STATEMENT

SAFE SYSTEM OF WORK: DRIVING OF WASTE COLLECTION VEHICLES

ISSUE 4

DATE ISSUED: 01 April 2025 **PREVIOUS REVIEWS:** July 2018, July 2019, July 2020, January 2021, January 2022, March 2023, March 2024

ISSUED BY: Sarah Philbin – Managing Director

IN CONSULTATION WITH: Muriel Parker

REVIEW DUE: March 2025

This activity includes the safe driving and control of Waste Collection Vehicles whilst operating on the highway, private roads, car parks and tipping at our site. Also included are daily / weekly vehicle checks, temporary drivers and reversing operations.

This Method Statement should be read in conjunction with our MS2 Safe Working Practices.

PERSONS AT RISK: Drivers, lift operator, the public, especially children, persons visually / hearing impaired as well as other road users eg vehicles, cyclists etc.

HAZARDS:

- Contact with moving vehicle
- Contact with Lifting equipment
- Tipping and Compaction Equipment
- Fire on vehicle Inclement weather
- Ice
- Snow
- Rain
- Fog
- Darkness during winter months
- Parked vehicles
- Other vehicles
- Medication,
- Alcohol and drugs
- Distraction by radio, mobile telephone or personal music player
- Falls



PROCEDURES

Drivers

The driver of our vehicles or vehicles on hire to us will;

Have overall responsibility for their vehicle whilst on duty and under their control

- Not consume alcohol, or any substance that may impair capability or judgement during the working day. Note: excessive alcohol consumption outside of work may also influence a driver's performance.
- Check that the vehicle is roadworthy. Carry out a daily vehicle check and email it to the office if minor, if major contact Sarah Philbin or Muriel Parker immediately. During checks, unless essential for inspection and maintenance requirements, the engine is switched off and the ignition key removed. If it is necessary to start the engine, do not release the parking (hand) brake before the air pressure has built up.
- Ensure safe access and egress from the cab using 3 points of contact at all times.
- Ensure the general cleanliness of the vehicle including weekly cleaning of the inside of the cab, Unauthorised items must not be allowed to accrue in the cab.
- Ensure that an audible reversing warning is working properly and that it has not been isolated for antisocial hours. Report any defects to management immediately.
- Ensure that Personal Protective Equipment (PPE) is checked each morning before leaving the site. The drivers should not leave the depot to commence their duties until they have the correct PPE.
- Not allow stickers, soft toys etc to be attached to vehicles (especially or radiator grill or windscreen or in a position that may obscure vision).
- Ensure no alterations or adjustments of any kind are made by them to the refuse vehicle, or its controls (except by engineers authorised by management).
- Not operate mobile phones whilst driving. If a call is required, the driver should stop in a safe position to make the necessary call.
- Ensure that No Smoking rules are complied with. This applies to all premises (except for designated smoking areas) and includes vehicles.
- For Hire vehicles – drivers must take full video/ photos of vehicle prior to removal from and back to hire company and email to the office – they must also check the vehicle with someone at the hire company before taking away and when returning to them.



Agency Drivers

- Agency drivers must provide their own safety footwear. If they fail to arrive for work wearing suitable footwear they will be sent back to the agency by management.
- Other appropriate PPE will be issued to agency drivers or loaders, by management and collected at the end of the temporary contract.

Operating on the Highway

- Drivers must always operate within the Highway Code and Statutory regulations, including speed limits, loading weights, and driver's hours at all times.
- Only authorised personnel are allowed to be carried in the vehicle, and all passengers will be seated. No animals are allowed in the cab of the vehicle.
- Seat belts must be worn at all times.
- Additional care must be taken in situations when driving on roads and streets with high density parking, where the general public or children may come out from behind parked vehicles.
- Ensure the method of work does not endanger the public or themselves, to carry out single side collection where instructed and wherever possible driving on the collection route is to be arranged so that collection takes place on the near side of busy roads to prevent the crossing which is a hazard.
- Whilst travelling on the highway the Driver must be aware of the height of the vehicle, and the importance and danger from overhead cables, trees and bridges.
- When the vehicle is in motion the doors must be closed and no crew member is allowed to ride on the cab steps, rear, or other outside part of the vehicle, no matter how short the distance. Anyone observed doing so will be subject to disciplinary action. The vehicle must be stationary before anyone alights from the vehicle cab.
- Exercise caution at all times when entering and leaving the cab.
- Hazard beacons and warning lights must be in operation whilst the vehicle is being loaded, and switched off when collections are complete and the vehicle is travelling to the next customer.
- When the bin lifts are in operation the driver shall ensure that the vehicle is stationary, in neutral gear and that the parking (hand) brake has been applied.
- All operatives must ensure that no unauthorised persons operate the bin lifts or throw anything into the hopper of the vehicle.



- Drivers must sweep up any glass on the ground.
- In the event of a container falling off the lift and into the hopper, it is the driver's duty to contact management for further instruction. Do not retrieve containers yourself.
- In the event of a container or other object becoming stuck in / on the lifting mechanism operatives must not attempt to recover the object but must contact management immediately.
- Drivers shall report all cases of bins falling or being thrown from the bin lift to management.
- Mechanical failure of the compactor, lifting and tipping equipment should be reported directly to management. Under no circumstances should the Driver attempt to carry out a repair.
- Drivers are responsible for ensuring that their vehicles carry no more than the maximum permitted load and that loads are secure and correctly loaded at all times.
- The vehicle shall normally be emptied of its load prior to the completion of each working day. Waste must not be left within the vehicle body overnight without consent from the Manager.
- The driver will follow customer site rules at all times.
- Drivers must ensure after tipping the load they do not travel with the hopper in the raised position.
- Under no circumstances must the vehicle be left unattended without the keys being removed, and the vehicle locked.
- Extreme care should be taken in poor weather conditions such as fog, ice or snow. Should the conditions reach a point where the driver considers that the vehicle could be at risk, he/she must stop in a safe manner and contact management immediately by hands free phone to seek further advice.
- In case of vehicle breakdown, park at the side of the road if possible, use hazard warning lights and amber beacons, contact management by mobile, and on trunk roads or high risk areas stand clear of the vehicle



Reversing Operations

- Vehicles used for waste collection may have restricted vision particularly when reversing in awkward streets, cul-de-sacs or other pick up sites.

Wherever possible the risks associated with reversing are avoided by:

- Eliminating reversing
- Reducing distances reversed
- Planning collection times to avoid high risk areas such as schools during busy times

Where reversing cannot be avoided this SSOW applies:

- Reversing aids alone (such as mirrors, rear view cameras, loading cameras, etc) are insufficient on their own to adequately control all risks while reversing. Therefore it is imperative that the driver takes extra care by checking around the vehicle carefully before attempting the manoeuvre.
- In the vast majority of cases reversing will be undertaken using Reversing Assistant(s) where the driver remains in control of the manoeuvre.
- All reversing must be carried out at slow speed.
- If the driver deems that reversing into a site is dangerous, the driver will contact the office and report the issue (do not reverse if deemed unsafe).
- Always reverse into a parking space at Philbin's site.
- Continual monitoring and spot checks will be carried out whilst the vehicles are carrying out their daily duties to ensure that the Safe System of Work is being followed. Records of such monitoring will be kept.

Fire in Load

- Stop the vehicle in a safe position and off the road if possible. Eject load if able to and contact the Fire Service immediately. Inform management.
- The Fire Officer attending will advise on tipping the load.
- The fire extinguisher on the vehicle is intended for use on the vehicle and is not suitable for use on burning refuse. It is the Drivers responsibility to inform management if the Fire Extinguisher is discharged



Accidents

- All accidents, near misses, hazardous conditions and incidents of violence or abuse are to be reported to the management as soon as possible.
- The Driver must never indulge in horse-play, as this causes accidents.
- In the event of a serious injury, an ambulance must be called immediately, and management informed.
- Drivers involved in Road Traffic Accidents must follow the instructions in the Driver's Handbook.
- Any hazard on private or public property (e.g. deep potholes, jagged or damaged dustbins) should be reported to management as soon as practicable.
- Beware of animals both on site or loose in the street. Do not put yourself at risk in order to do your job. Leave the collection, turn engine off applying brakes etc. take video evidence and report the incident.
- As employees are collecting glass, good hygiene is essential. This involves washing hands, covering cuts with a clean, waterproof dressing, not smoking or eating until hands have been washed, and wearing protective clothing to minimise direct contact with glass.

Personal Protective Equipment

- The following is PPE must be worn as should any issued uniform:
- Protective footwear
- Ballistic trousers
- Gloves
- High Visibility Top (Shirts, Sweatshirts, Coats) jacket
- Clothing is provided for protection in wet weather and sunny weather.

Medical Requirements / Vaccinations

- Visual acuity test every 2 years
- A first aid box is kept in each vehicle. The Driver is responsible to ensure that the box is always fully stocked. Items of stock are available from Sarah Philbin.



Training

- Drivers will all undertake CPC training
- Drivers must only operate vehicles for which they have received the appropriate training and instruction
- Safe Systems of Work at Induction
- Driver assessment
- Vehicle Reversing
- Daily Defect check and report
- In house training on safe working practices repeated at least 2 yearly.
- All employees, including those from agencies, have been given a copy of the Safe Working Practices and Procedures.

Print Name: Sarah Philbin

Signature:

A handwritten signature in black ink that reads "S Philbin". The signature is written in a cursive style with a large, looped initial 'S'.

Date: 01 April 2025